



2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau
New York Regional Census Center
<http://www.census.gov/ronyc/www/2010JobOpportunities.html>

HOW TO APPLY FOR LOCAL CENSUS OFFICE MANAGEMENT POSITIONS

The U.S. Census Bureau will be opening 23 Local Census Offices in the New York and New Jersey areas. For a list of county boundaries, see the chart in Step One. Each office will be staffed by one Local Census Office Manager and 5 Assistant Managers. The positions will be filled by September 2009. Read this document in its entirety. It contains information on the procedures for applying for the positions as well as the recruiting bulletins.

STEP ONE: DETERMINE THE POSITION (S) YOU ARE APPLYING FOR AND THE LOCATION (SEE A BRIEF POSITION DESCRIPTION AND AREA OF CONSIDERATION CHART BELOW) AND IF YOU MEET THE MINIMUM QUALIFICATIONS.

- ❖ **You must pass a written management test (see Step Two). Your application or resume must clearly indicate experience, which meets at least level "C" in the Evaluation Criteria Statement in order to be qualified for the position. The Evaluation Criteria Statement is attached to each bulletin.**

Local Census Office Manager (LCOM)

Manage the Local Census Office activities resources and personnel with support from the New York Regional Census Center to ensure completion of all Decennial Operations.

Assistant Manager for Field Operations (AMFO)

Responsible for accomplishing production and quality goals in field operations under their span of control. Supervises 10 - 15 field supervisors and indirectly supervise 400 - 600 field employees at peak operations. Coordinates staff training, creates work assignments, monitors progress, and reassigns work as needed.

Assistant Manager for Administration (AMA)

Managers all personnel, payroll, supply requisitioning, office security and safety, and other administrative activities. Supervises up to 10 clerks and shift supervisor.

Assistant Manager for Recruiting (AMR)

Manages all recruitment and testing activities to support field and office operations for the Local Census Office. Trains and supervises field recruiting assistants and several office clerks.

Assistant Manager for Quality Assurance (AMQA)

Advises the Assistant Manager for Field Operations and Local Census Office Manager on compliance with pre-established quality assurance goals and procedures for all field data collection operations. Acts as principal technical advisor on quality assurance aspects of field data collection operations in the Local Census Office.

Assistant Manager for Technology (AMT)

Responsible for managing automation functions in the Local Census Office. This job includes troubleshooting duties and evaluating, analyzing, and coordinating automation operations to efficiently support Local Census Office functions.

NEW YORK AREAS OF CONSIDERATION/ POSITION/ PAY RATE (Per Hour)						
LCO County/Duty Station	LCO Mgr	Asst Mgr for Field Op	Asst Mgr for Admin	Asst Mgr for Recruiting	Asst Mgr for QA	Asst Mgr for Technology
Bronx	\$30.75	\$26.25	\$23.00	\$23.00	\$23.00	\$23.00
Kings	\$30.75	\$26.25	\$23.00	\$23.00	\$23.00	\$23.00
Nassau	\$30.75	\$26.25	\$23.00	\$23.00	\$23.00	\$23.00
New York	\$30.75	\$26.25	\$23.00	\$23.00	\$23.00	\$23.00
Queens	\$30.75	\$26.25	\$23.00	\$23.00	\$23.00	\$23.00
Richmond	\$30.75	\$26.25	\$23.00	\$23.00	\$23.00	\$23.00
Rockland	POSITION FILLED	\$25.50	\$22.25	\$22.25	\$22.25	\$22.25
Suffolk	\$30.00	\$25.50	\$22.25	\$22.25	\$22.25	\$22.25
Westchester	\$30.25	\$25.75	\$22.50	\$22.50	\$22.50	\$22.50



NEW JERSEY AREAS OF CONSIDERATION/ POSITION / PAY RATES (Per Hour) *BILINGUAL SELECTIVE FACTOR REQUIREMENT							
LCO County Location/ Duty Station	LCO County/ Territories	LCO Mgr	Asst Mgr for Field Op	Asst Mgr for Admin	Asst Mgr for Recruiting	Asst Mgr for QA	Asst Mgr for Technology
Bergen North	Bergen	\$30.25	\$25.75	\$22.50	\$22.50	\$22.50	\$22.50
Bergen South		\$30.25	\$25.75	\$22.50	\$22.50	\$22.50	\$22.50
Essex East	Essex	\$30.75	\$26.25	\$23.00	\$23.00	\$23.00	\$23.00
Hudson North	Hudson	\$30.75	\$26.25	\$23.00	\$23.00	\$23.00	\$23.00
Hudson South		\$30.75	\$26.25	\$23.00	\$23.00	\$23.00	\$23.00
Middlesex and Union	Middlesex Union	* \$30.25	\$25.75	\$22.50	* \$22.50	\$22.50	\$22.50
Passaic and Essex West	Passaic Essex	* \$30.25	\$25.75	\$22.50	* \$22.50	\$22.50	\$22.50
Somerset	Morris	POSITION FILLED	POSITION FILLED	POSITION FILLED	POSITION FILLED	POSITION FILLED	\$22.25
	Somerset	POSITION FILLED	POSITION FILLED	POSITION FILLED	POSITION FILLED	POSITION FILLED	\$22.25
	Sussex	POSITION FILLED	POSITION FILLED	POSITION FILLED	POSITION FILLED	POSITION FILLED	\$22.25
	Warren	POSITION FILLED	POSITION FILLED	POSITION FILLED	POSITION FILLED	POSITION FILLED	\$22.25

STEP TWO: TESTING, CALL 1-866-861-2010, TO SCHEDULE AN APPOINTMENT TO TAKE THE CENSUS SUPERVISOR TEST (D-270).

❖ **Applicants MUST bring the following documentation to the testing session:**

- OF-612, Optional Application for Federal Employment* **OR** resume (see **Step Three**).
- List of **three** professional references, names and phone numbers.
- DD-214, Certificate or Release or Discharge from Active Duty (*if applicable*).
- SF-15, Application for 10-Point Veteran Preference (*if applicable*) and supporting documentation. *
- **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A list of acceptable identification has been provided below.
- **If you are a male applicant born after 12/31/59**, you must confirm your selective service registration status. For individuals who don't remember if they registered or who entered the

U.S after the age of 26, please go to the Selective Service <http://www.sss.gov/> to check your status or find out more information about the process.

❖ **Applicants will complete the following forms at the testing session:**

- BC-170D, Census Employment Inquiry
- OF-306, Declaration for Federal Employment*
- I-9, Employment Eligibility Verification
- D-237, Certificate of VSIP or “Buyout” (*if applicable*)
- D-270, Census Supervisor Test

Asterisked (*) forms are also available on our website. You may download them and bring them with you to the test session.

❖ **EXAMPLES OF ACCEPTABLE IDENTIFICATION:**

The following is an *example* list of acceptable identification documents. These documents will be used to: 1) establish your identity, and 2) your employment eligibility. You are required to provide **two** documents, **one document from list A and one document from list B** (one of these two documents **must be a Photo ID**).

Provide **one** picture identification: Must be a Federal or State issued ID with your picture on it.

Must be a valid ID- *not* expired. Some examples include, but are not limited to:

- U.S. Passport
- Driver’s License or State ID card
- U.S. Military card or Military dependent’s ID card
- Photo ID issued by federal, state, or local government agencies or entities

A

Second identification- some examples include, but are not limited to:

- U.S. Social Security card
- Original, or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
- Native American tribal document
- U.S. Citizen ID card (Form I-197)

B

❖ **Applicants taking the D-270 Supervisory test for the first time:**

Application materials **MUST** be submitted in person at the testing session. It is to your benefit to bring a complete packet.

❖ **APPLICANTS WHO HAVE ALREADY TAKEN AND PASSED THE D-270, CENSUS SUPERVISOR TEST:**

You must mail a completed **OF-306 Declaration of Federal Employment** and a completed application packet (see **Step Three**) to the following address, with the notation that you have taken the D-270, Census Supervisor Test. **Please Note:** The U.S. Census Bureau administers many tests. You must have taken the D-270, 1 Hour Census Supervisor Test, not the ½ hour Field Test. Otherwise, you must sign up for the supervisory test. If you send in your application and you have not taken the Supervisory test, you will not be considered:

U.S. Census Bureau
330 West 34th Street – 13th FL.
New York, NY 10001
Attn: Ms. Parsons

STEP THREE - APPLICATION PROCESS:

- ❖ Submission of a separate packet is required for each position or location for which you are applying. Your application/resume must clearly indicate what position and locations for which you are applying:
 - *OF-612, Optional Application for Federal Employment OR a Resume. The following must be included on the OF-612 or Resume:*
 - Recruiting Bulletin number (e.g. NY-LCOM-09-13) & title of position.
 - Your full name (first, middle & last), mailing address (including zip), day and evening phone numbers (with area code), and e-mail address.
 - Social Security Number
 - List of your work duties and accomplishments relating to the job for which you are applying; paid and non-paid related work experience. Your experience must be sufficient to support the evaluation criteria statement. For each work experience include: job title, series/grade (if Federal employment), salary, duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), and indicate if we may contact your current supervisor/employer.
 - Country of citizenship (**this Federal position requires U.S. citizenship**).
 - **Veteran's Preference** – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
 - *OF-306, Declaration of Federal Employment, you Must complete and submit this form to be considered.*

To download the OF-306 and OF 612, you can visit our website at <http://www.census.gov/ronyc/www/employ.html> OR visit the Office of Personnel Management at <http://www.opm.gov/forms>
 - ***Evaluation Criteria Statement-** for each position and location for which you are applying. A guide to help you complete the Evaluation Criteria Statement has been provided below in **Step Four**, (Evaluation Criteria Statement-Tips).*
 - Failure to provide the required application materials and information may result in loss of consideration.

- Application materials submitted via email **will not be accepted**.
- Application materials submitted via fax **will not be accepted**.
- Application materials **must be** submitted in person at the testing session, if you have not taken the D-270 test.

❖ APPLICATION DEADLINE:

- All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered.
- *You must be scheduled to take the test by the closing date of the bulletin.*

STEP FOUR – EVALUATION CRITERIA STATEMENT TIPS

❖ TIPS

- You **must** complete the Evaluation Criteria Statement for **all** positions and/or locations for which you are applying.
- In “Column A”, circle the answer which best fits your experience; circle an answer for **all three** questions.
- In “Column B”:
 - Write the specific name of the position (as listed on your OF-612/Resume), for all three questions which supports your answer; ***or***
 - If your supporting experience is *not* listed on your OF-612/Resume write the employer’s name & address, title of position, dates of employment, and a **detailed** description of the experience which supports your answer.
- Your answers to all three questions **must** be supported by: your OF-612/Resume, **OR** by a complete description in Column B. Failure to support your answers with a detailed description of your experience may result in a lower rating or loss of consideration.
- When describing your experience on the OF-612/Resume, or in Column B- **include the actual (or estimated) number of employees you supervised. Also include the level of management you worked at (i.e. General Manager, First-Line Supervisor...), the number of management levels and a detailed answer for each part of the question.**



Each position has a
different Evaluation
Criteria Statement

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included <u>all</u> of the following: a) managing at least two levels tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included all of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals; and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level tier of subordinate management (e.g., I supervised supervisor(s) team lead(s)); b) managing equal more than 10 employees; and c) included <u>some</u> of the following responsibilities: administering the testing of applicants, accomplishing recruiting goals and implementing recruiting strategies.</p> <p>c. I have been a recruiter and have supervised a staff of employees, but I have not had to supervise another recruiter supervisor team-lead or I have supervised one level tier of subordinate management, but the staff I managed was less than 10 employees. I have also been responsible for <u>some</u> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u></p> <p>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must include</u> the employer's name and address, the title of the position, and the dates of employment. <i>Resume must support answer circled in Column A.</i></p> <div style="border: 1px solid black; padding: 5px;"> <p>XYZ Company 1234 Any Ave, New York ,NY 10001 Project Manager, 5/2000-10/2005 As a Project Manager, I managed a staff of <u>12</u> employees; I was the <u>first-line</u> supervisor. As a manager, I worked with the HR Dept. to determine the hiring need. I then created a strategy to</p> </div>

Circle the appropriate answer in Column A

Support your answer by completing Column B. Your answer must be supported by information provided in Column B, or on your OF-612/Resume.

STEP FIVE – SELECT A RECRUITING BULLETIN

EXTERNAL RECRUITING BULLETINS		
Position Title	New York	New Jersey
Local Census Office Manager	NY-LCOM-09-13	NJ-LCOM-09-19
Assistant Manager for Field Operations	NY-AMFO-09-14	NJ-AMFO-09-20
Assistant Manager for Administration	NY-AMA-09-15	NJ-AMA-09-21
Assistant Manager for Recruiting	NY-AMR-09-16	NJ-AMR-09-22
Assistant Manager for Quality Assurance	NY-AMQA-09-17	NJ-AMQA-09-23
Assistant Manager for Technology	NY-AMT-09-18	NJ-AMT-09-24



INTERNAL RECRUITING BULLETINS

Position Title	New York	New Jersey
Local Census Office Manager	NY-LCOM-09-25	NJ-LCOM-09-31
Assistant Manager for Field Operations	NY-AMFO-09-26	NJ-AMFO-09-32
Assistant Manager for Administration	NY-AMA-09-27	NJ-AMA-09-33
Assistant Manager for Recruiting	NY-AMR-09-28	NJ-AMR-09-34
Assistant Manager for Quality Assurance	NY-AMQA-09-29	NJ-AMQA-09-35
Assistant Manager for Technology	NY-AMT-09-30	NJ-AMT-09-36

ADDITIONAL INFORMATION:

❖ **CONDITIONS OF EMPLOYMENT**

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- Payment of relocation expenses IS NOT authorized.
- You will be required to complete a **Declaration of Federal Employment (OF-306)** to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Applicants must be 18 years of age or older to be hired.
- Veteran's Preference –Applicants who do not provide the supporting documentation for the 10-point preference, but do provide the documentation for the 5-point preference, will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Use of any Government agency envelopes to file job applications is a violation of Federal laws and regulations. Applications submitted in Government envelopes **will not be accepted**.

THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL
ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE
ORGANIZATION, OR OTHER NON-MERIT FACTOR